



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11-7-79	1. Agency Address Department of Education Office of Administrative Services Facilities Section Room 101, Education Annex 156 Trinity Ave., SW, Atlanta, GA	Application Number 79-214	Date Received NOV 7 1979
Application Number		Date Completed NOV 16 1979	
2. Person to Contact Gerald D. Bowen		Working Title Education Staff Specialist	Telephone Number 656-2454
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1979	Latest To Date	5. Records Series Title (followed by title used in office; if different) SCHOOL FACILITIES SPACE INVENTORY INPUT FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Facilities Section works with local school systems to produce and maintain adequate, attractive and safe public school physical facilities. The unit's staff of architects and engineers approves plans for additions and new buildings, inspects existing buildings to insure that structures are safe and that space and equipment are adequate and efficiently used, and conducts workshops and training programs throughout the state for local maintenance and custodial personnel.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: inventorying state public school facilities, as mandated by H.B.905.  Included are: DE Form 0902, Space File Inventory (OCR Computer Input) Form.   File is arranged: numerically by DP Batch No.; thereunder numerically by school system number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>3 boxes</u> after initial load.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? In a computer file.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	3	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed to be retained as computer back-up files for 3 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off

☐ Calendar Year; ☐ Fiscal Year; ☒ Other As soon as information  
is input into the computer, then

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

State Records Committee (Signature)

Date